



Department of Human Resources

Monroe County, New York

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

Explanation and Consent Form for Background Investigation

Requirement to Disclose

Applicants must complete this form if they have ever been convicted of a crime or violation other than a minor traffic offense*, they currently have criminal charges pending and/or if they have ever been removed from any type of employment.

Last Name	First Name	Middle	Position Applying for
Address	City	State Zip	Telephone
Date of Birth	Social Security Number	Former Names/aliases/a.k.a	

Use of Information Disclosed

An answer of **YES** to either of the following questions does not represent an automatic bar to employment. Each case is considered and evaluated individually on its merits. The County will take the following factors into consideration, among other things: the truthfulness of the candidate, the seriousness of the offense, the specific duties of the position, the bearing the offense will have on the ability of the person to perform such duties, the protection of property and the safety and welfare of individuals or the general public, the age of the offender, the time which has elapsed since the offense, any evidence of rehabilitation and good conduct, State public policy, and any other pertinent factors. False, misleading or incomplete statements on the application or accompanying papers may result in termination. Pending criminal charges, in most cases, will result in a withdrawal of a conditional offer of employment until the charge reaches final disposition.

Have you ever been convicted of any violation of law other than a minor traffic violation?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you currently have any criminal charges pending against you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been removed from any type of employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Removal from Employment Explanation

Name of Employer: _____

Address: _____

Job Title: _____

Dates of employment: _____

Reason(s) for removal from employment: _____

Further explanation: _____

(Attach additional pages if necessary)

* This question refers to all crimes, violations or offenses in any jurisdiction, including Federal and military offenses, except minor traffic infractions. It also includes Juvenile Offender status convictions. You do not need to include adjudications of Juvenile Delinquency or Youthful Offender status or arrests that did not lead to a conviction.



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Conviction and/or Pending Charges Explanation

Name of Offense: _____

Date of Offense: _____ Name and Location of the Court: _____

Penalty or Punishment Imposed (if convicted): _____

Year Convicted (if not pending): _____ Age at Time of Offense: _____

Name Offense Committed Under (if different than current): _____

Explain the circumstances of the offense: _____

List all evidence that exists regarding your rehabilitation: _____

Explain why your conviction(s) and/or pending charges will not affect your fitness to perform the duties and responsibilities related to the position applied for: _____

Explain why your conviction(s) and/or pending charges will not be a hindrance to the County's legitimate interest in protecting property, and the safety and welfare of specific individuals or the general public: _____

(Attach additional pages if necessary)

Certification and Authorization to Access Additional Information

By my signature below,

I, _____, certify that information I provided on this form and any attachments is true, correct and complete.

I understand that providing false or incomplete information or withholding by omission or intention pertinent information may be cause for disqualification of my application for employment. I understand that Monroe County may contact other individuals to clarify and verify information supplied on this form.

I acknowledge and consent to a State and national criminal background investigation, which will include a fingerprint check, to determine suitability for employment. Failure to meet the standards of the background investigation may result in disqualification.

I authorize law enforcement agencies, learning institutions (including public and private schools and universities), courts (federal, state and local), motor vehicle records agencies, my past and present employers, the military and other individuals and sources to furnish any and all information on me that is requested by Monroe County.

I agree that this Authorization form in original, faxed, photocopied or electronic (including electronically signed) form will be valid for any reports that may be requested by or on behalf of Monroe County.

I acknowledge that I have read, understood and agreed freely to the requirements, consents, authorizations and their respective consequences described on this form.

Signature _____ Date _____